

Kinship Care Informational Sheet

What steps need to be followed to enter non-CHIPS (Voluntary) Kinship Care cases?

- Separate Kinship Care cases, with the child as the reference person, must be created for all children in nonCHIPS (voluntary) kinship care placements. The process begins by creating a Services Intake with an intake type of Kinship.
- Once the intake is screened-in by a supervisor, a case is created with a case type of Kinship Care.
- Next, the Kinship Provider needs to be created with a type of Kinship Care Home. This is done by completing a Provider Inquiry>Home Inquiry with the Inquiry Type of Kinship Care.
- After the Kinship Provider is created a Kinship Care placement can then be completed for the child.
- A Kinship Care placement is created by accessing the Out-of-Home Placement window and selecting the appropriate kinship service category and service type for the placement on the Service tab. It is also important that the child's relationship to the kinship provider is documented in the Relationship of Child to Kinship Provider field on the Provider tab of the Out-of-Home Placement window.
- Lastly, the child's Person Management record which includes the Kinship Care information needs to be completed, in order for the automatic reporting to be complete and accurate. Also, include the parent's information on the Basic tab of the child's person management record.

What steps need to be followed to enter CHIPS Kinship Care cases?

All CHIPS Kinship information should be included in the documentation of the family's CPS Family case. This includes all placement documentation. The kinship information can be added directly to the CPS Family case still using the original Reference Person.

Does WiSACWIS generate Federal Reporting information?

Kinship Care data will be extracted from WiSACWIS for federal reporting. It is important that counties ensure data is complete to avoid any penalties due to missing or invalid data at the time the data extraction is done for federal reporting. Listed below are the data entry requirements to assist counties with ensuring accuracy and completeness of Kinship Care data.

If a Kinship Care application is denied, does it still need to be entered into WiSACWIS?

Yes, denials are entered in WiSACWIS. To properly document the denial a county would create a Services Intake with the Intake Type of Kinship. This needs to be done for **EACH CHILD** that is denied. If an application is denied the Services Intake is screened out by a Supervisor and the reason for denial is entered on the Services Intake as well.

Once the Services Intake is screened out it should either be linked to an already existing case or a new case should be created.

If it is a denial of a **kinship provider** (criminal background, inadequate housing, etc), this should be **also** be documented on the home inquiry. You screen out the inquiry for the reason that they “do not meet requirements” and then document the reason on the home inquiry text document.

How do Kinship Care cases get referred to child support in WiSACWIS?

There is an interface between WiSACWIS and KIDS which occurs on a daily basis. It is very important that when a child is placed in a kinship placement (**both court ordered and voluntary**) that the worker answers **all** of the questions on the KIDS pop-up window based on their knowledge of the case at the time of the placement. This pop-up is launched off of the Out of Home Placement window under the Options Button. The child’s information will be included in the interface file WiSACWIS sends to KIDS if:

- All 3 KIDS questions are answered “YES”
- If questions #1 and #2 are BOTH answered “YES”
- If question #3 is answered “YES”

It is also very important to document information on the child’s parents in WiSACWIS. On the child’s person management record the parent’s need to be added so that this information can also be transferred to KIDS.

Does WiSACWIS have the ability to document a waitlist?

Yes. There is a non-pay service type that has been established for waitlisted Kinship cases so that the case and placement can be documented within WiSACWIS but payments will not be generated. The Provider record needs to be maintained with a Service Type of ‘Kinship Care-Waitlisted’. ‘Kinship Care – Waitlisted’ also needs to be used for the Service Category on the Out of Home Placement window for the child.

When a county determines that the placement should be paid it will be necessary to close the non-pay placement and create a new placement and update the provider with the correct service type and financial information.

If the county is paying from the first day the child was placed with the relative, close the waitlisted placement with the reason of ‘Placement Made in Error’. Open the new placement using a paid Kinship Care Service type starting the date the child was waitlisted.

If the county is going to start payments but not going back to the placement date, close the waitlisted placement the day before the county is going to start paying. Open a new paid Kinship Care placement on the date that the county wants the payments to begin.

Is there a way to document county funded Kinship placements?

Yes. This has been added as a non-pay Kinship service type.

What is the best way to document a relative caregiver who is not licensed but may become a Kinship Care provider in the future?

It would be necessary to create the relative as an unlicensed home provider so the placement with this provider can be made. The child's placement would be with a non-paid service type, category (Relative – unlicensed).

If the relative provider chooses to become a kinship provider for the child, the relative can be paid back to the time the child was placed in their care or to receive kinship payments from that date forward. If they are to be paid back to the date in which the child was first placed with them, then the original unpaid placement would need to be closed on the same date in which it was opened with the ending reason of "Placement Made in Error". This is the only ending reason in the system that will allow for overlapping dates in the placement history of a child. Then, a new placement can be made using the paid kinship service types from that first placement date forward. For example, the child was originally placed with the relative on January 1, 2003. A non-paid unlicensed relative caregiver placement would be made for the child with the begin date of January 1, 2003. On February 15, 2003 the relative is able to qualify for kinship and is to be paid for the placement back to January 1, 2003. The non-paid unlicensed relative caregiver placement would be closed with the ending date of January 1, 2003 and the ending reason would be "Placement Made in Error". Next, it would be necessary to create a kinship placement using a paid kinship service type with the begin date of January 1, 2003. If the relative is not to be paid back to the beginning of the placement, it would be necessary to close the unpaid unlicensed relative caregiver placement with the end date of February 14, 2003 and a kinship placement using a paid kinship service type would be created with February 15, 2003 as the begin date.

What is the best way to document a child's change in placement from a Voluntary Kinship Care Placement to a Court Ordered Kinship Care Placement?

When a Voluntary Kinship Care Case placement changes to a Court Order Kinship Care placement, the Voluntary Kinship Placement must be ended. The provider record needs to be updated for court ordered Kinship Care. A new placement is created using the Court-Ordered Kinship Care Service type. The date of the court order should be used as the date of removal for the child in the Out of Home Placement window.

What is the best way to document a child's change in placement from a Court Ordered Foster Care placement to a Court Ordered Kinship placement?

Close the court ordered foster care placement using the appropriate end date but do NOT enter a discharge reason when closing this placement. Next, create the court ordered kinship placement with the appropriate begin date. The new kinship placement is NOT an initial removal from home nor is it the beginning of a new placement episode. These placements should all be documented in the same case. A new kinship case should not be created due to such a placement change.

Kinship Care Data Entry Requirements

Data Element	Criteria	WiSACWIS Screens/Tabs/Data Items
CARES Case	This item may be blank if the Caregiver is not involved in a CARES Case. If entered, the number must consist of 10 numeric digits.	<ul style="list-style-type: none">• Maintain Case window• CARES Case Number field
Provider CARES PIN	This item may be blank if the Caregiver is not involved in a CARES Case. If entered, the number must consist of 10 numeric digits.	<ul style="list-style-type: none">• Person Management window• Kinship tab• CARES PIN field
Provider Date of Birth	Every effort should be made to obtain the Caregiver Birth Date. The item should be left blank only when it is impossible to obtain the information. When entered, this must be a valid, complete date and show a Caregiver over 18 years of age.	<ul style="list-style-type: none">• Person Management window• Basic tab• Birth Date field
Zip Code	Every effort should be made to enter the Caregiver Zip Code. The item should be left blank only when it is impossible to obtain the information. When entered, this data must consist of 5 numeric digits.	<ul style="list-style-type: none">• Create Provider Work• Subject – Maintenance and Item – Maintain Physical Address and/or Mailing Address• Zip Code field
Provider Gender	Caregiver Gender must be indicated.	<ul style="list-style-type: none">• Person Management window• Basic tab• Gender field
Provider Ethnicity	Hispanic Y/N must be indicated.	<ul style="list-style-type: none">• Person Management window• Basic tab• Ethnicity field
Provider Race	The first (primary) Race must be indicated. Neither 'Unknown' nor 'Other' is acceptable.	<ul style="list-style-type: none">• Person Management window• Basic window• Primary plus Race and Race items

Provider Social Security Number	<p>Every effort should be made to obtain the Caregiver SSN. The item should be entered as all zeros only when it is impossible to obtain the information.</p> <p>Under no circumstances should ‘pseudo’ or locally assigned SSNs be reported.</p> <p>When entered, this data must consist of 9 numeric digits.</p> <p>The first 3 digits cannot be 588, or 666.</p> <p>Unless entered as all zeros, no part of the SSN may be all zeros. (000_45-6789, 123-00-6789, or 123-45-0000)</p>	<ul style="list-style-type: none"> • Person Management window • Basic tab • SSN field
Provider Marital Status	<p>This item must be indicated and cannot be Unknown or Blank.</p>	<ul style="list-style-type: none"> • Person Management window • Basic tab • Marital Status field
Provider Educational Level	<p>This item must be indicated. If the information is not available enter as Unknown (99).</p>	<ul style="list-style-type: none"> • Person Management window • Kinship tab • Child’s Highest Grade Level Completed field <p>Although the Group and Data Item say <u>Child’s</u>, this field may be used for the Providers Educational Level when the Person is the Provider. ‘99’ for Unknown will be assumed when not coded on Providers.</p>
Provider Employment Status	<p>This item must be coded and cannot be Unknown.</p>	<p>Not currently available in WiSACWIS. ‘1’ for Unemployed – Looking for Work will be assumed.</p>
Child CARES PIN	<p>This item may be blank if the Child is not involved in a CARES Case.</p> <p>If entered, the number must consist of 10 numeric digits.</p>	<ul style="list-style-type: none"> • Person Management window • Kinship tab • CARES PIN field
Child SSN	<p>Every effort should be made to obtain the Child’s SSN. The item should be entered as all zeros only when it is impossible to obtain the information.</p> <p>Under no circumstances should ‘pseudo’ or locally assigned SSNs be reported.</p> <p>When entered, this data must consist of 9 numeric digits.</p> <p>The first 3 digits cannot be 588, 666 or greater than 728.</p> <p>Unless entered as all zeros, no part of the SSN may be all zeros. (000_45-6789, 123-00-6789, or 123-45-0000)</p>	<ul style="list-style-type: none"> • Person Management window • Basic tab • SSN field
Child DOB	<p>The Child’s Birthdate cannot be blank and must be a valid, complete date and show a Child less than 19 years of age.</p>	<ul style="list-style-type: none"> • Person Management window • Basic tab • Birth Date field
Child Gender	<p>Child Gender must be indicated.</p>	<ul style="list-style-type: none"> • Person Management window • Basic tab • Gender field

Child Ethnicity	This item must be indicated.	<ul style="list-style-type: none"> • Person Management window • Basic tab • Ethnicity field
Child Race	The first (primary) Race must be indicated. Neither ‘Unknown’ nor ‘Other’ is acceptable.	<ul style="list-style-type: none"> • Person Management window • Basic tab • Primary Race plus Race and Race items
Child Highest Grade Completed	This item must be indicated. ‘Unknown/99’ is NOT a valid entry. If the child has not yet completed First Grade enter ‘No Formal Education/98’.	<ul style="list-style-type: none"> • Person Management window • Kinship tab • Child’s Highest Grade Level Completed field <p>None, Pre School, Kindergarten, and Non-graded Special Educ will = previous KC value of ‘98’ for No Formal Education</p>